

PERSONAL DATA PROTECTION LAW (DPL) APPLICATION FORM

GENERAL DESCRIPTIONS

Data subjects (the "Applicant"), who are defined in Personal Data Protection Law No. 6698 (the "Law") as "related person", are entitled to claim number of rights, specified in Art 11 of the Law, from the data controller. In line with the first paragraph of Art. 13 of the Law, the applications must be delivered to the data controller, **Ljus İletişim Organizasyon Tasarım ve Danışmanlık Limited Şirketi (Ljus Communication Organization Design and Consultancy Limited Company)** (Tax ID: 6091341146) ("LIJUS" or "COMPANY"), in written. In this regard;

1. "Written" applications are filed by printing this form and posting its copy with wet signature to "Atatürk Mah. Parmaksız Cad. No: 23/3 Büyükçekmece/İstanbul" via notary or delivering it by hand.
2. "Electronic" applications are filed by sending the form; asli@ljusconsulting.com by using the Registered Electronic Mail (REM) address and signing with secure electronic signature, mobile signature or by using the e-mail address that is already registered to the data recording system of our Company.

In line with the second paragraph of Art. 13 of the Law, depending on the qualification, your request will be responded within 30 days from its arrival to the Company and the responds will be delivered to you in written or through electronic media.

If your application necessitates an incremental cost, you will have to pay the price determined by "Communiqué on the Principles and Procedures for the Request to Data Controller". If there is a written response to your application, there will be no charge for the first 10 (ten) pages, and a transaction fee of 1 TL will be charged for each page above 10 (ten) pages. If the response to your application is given in a recording medium such as a CD or flash memory, the exigible cost will be no more than the cost of the recording medium.

The Company reserves the right to make changes about the application procedures in accordance with the committee resolutions and future legislations. If the Personal Data Protection Committee specifies else application methods, these will be announced through the official website of the Company.

This application form is drafted in order to respond to your request correctly and in due time by determining your relationship with our Company and, if any, your personal data processed by our Company in precise. In order to eliminate the legal risks that may arise from illegal and unjust data sharing and to provide the security of your personal data, the Company reserves the right to demand additional documents (ID Card, passport, driving license, etc.) or information to check the identity and authorization. If the information you conducted within the scope of the form is not correct or up-to-date or in case of an unauthorized application, the Company declines any responsibility arising from the requests regarding the incorrect information or unauthorized application.

A. Contact Information of the Applicant

Name- Surname:	
ID Number: (Nationality and passport number/ID number for foreign citizens.)	
Telephone Number:	
E-mail Address:	
Fax Number:	
Residential or Workplace address for notifications:	

B. Relation of the Applicant with the Company

☐ Client ☐ Job Applicant ☐ Former Employee	☐ Partner ☐ Third Party Employee ☐ OTHER:	
The department collecting your personal data within the Company (Not obligatory but will provide you a faster procedure of application when filled.):		
***Please fill in, if you are a former employee. Your working years:..... Your department:.....	***Please fill in, if you are a job applicant. Your job application date: Your way of application:	***Please fill in, if you are a third party employee. The title of the company you work in: Your position:

C. Details About Your Request Within the Scope of the Law:

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[illegible]

D. Please Choose the Method of Notification for Receiving the Reply to Your Request:

☐	I would like the reply to be delivered to my address.
☐	I would like the reply to be delivered to my e- mail address. <i>(choosing e-mail will accelerate the procedure.)</i>
☐	I would like to receive it by hand. <i>(In case of receiving by attorney it is compulsory to submit the notarized power of attorney or the certificate of authority.)</i>
☐	OTHER:

Applicant (Personal Data Owner)

Name- Surname :

Application Date _____ :

Signature _____ :